

Los Alamos National Laboratory ³/₄ Supplemental Instructions

Subject: 42.1 University Technical Representatives

Exhibit: 42.1.a Sample UTR Delegation Letter

UNIVERSITY OF CALIFORNIA Los Alamos National Laboratory University Technical Representative Assignment

In accordance with University of California Supplemental Instruction 42.1, *University Technical Representatives*,

(name)

is assigned the following responsibilities as a University Technical Representative (UTR) on:

Subcontract No:

Subcontract Title:

UTR Responsibilities:

1. The UTR and the University Procurement Specialist are responsible for the proper and effective management of the subcontract on behalf of the University.
2. The UTR is delegated by the Procurement Specialist to serve as the technical liaison between the subcontractor and the Procurement Specialist.
3. The UTR is responsible for monitoring the subcontractor's performance and delivery of the final requirements and/or services under the subcontract.

UTR Duties:

1. Review the Statement of Work (SOW) for the requirements and specific obligations of the subcontractor.
2. Monitor subcontractor performance against the SOW including delivery requirements, costs incurred and levels of effort.
3. Approve the subcontractor's plans, designs, drawings, specifications, processes, and documentation as required.
4. Immediately notify the Procurement Specialist of any noncompliance and work with the Procurement Specialist and subcontractor to remedy the situation.
5. Review and furnish specific comments on subcontractor change proposals.
6. Serve as a team member in any negotiations with the subcontractor resulting from changes.
7. Monitor the subcontractor's safety and security programs.
8. Coordinate availability of LANL-furnished property, information and equipment as specified in the subcontract.
9. Review financial and technical reports under the subcontract.

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10. Review and approve or disapprove the subcontractor's invoices.
11. Assure compliance with the highest standards of ethical conduct.
12. Maintain file copies of all correspondence with the subcontract. Copy the Procurement Specialist on all such correspondence.
13. Maintain a record of all interactions with the subcontractor.
14. Perform quarterly assessments of the subcontractor's performance.

Responsibility and functions not delegated to the UTR:

The UTR is **not authorized** to issue or approve changes to the subcontract or enter into any agreement, subcontract modification, or any other matter changing the cost or terms and conditions of the subcontract.

Assigned this date: _____

Procurement Specialist Signature

Procurement Specialist Name Printed or Typed

Accepted this date: _____

UTR Signature

UTR Name Printed or Typed

Cy to: Subcontractor
Subcontract File